



Job Title: Research Consultant

Purpose: The Research Consultant serves to assist the Five Talents office in providing detailed information of prospective institutional donors (foundations, churches, dioceses). This is an important role in building up the grant pipeline opportunities for Five Talents to pursue.

The Research Consultant represents Five Talents to prospective donors when contacting them to fulfill details and contact information.

Location: The Research Consultant may work from the Five Talents office in Fairfax, VA or remotely.

Key Responsibilities:

- The Research Consultant collaborates with Five Talents staff, and receives task list of prospective donors from the Program Officer.
- Participates in an orientation with Five Talents staff to familiarize themselves with Five Talents program goals and funding needs.
- Conducts research on prospective institutional donors (foundations, churches, dioceses), to fulfill details for Five Talents database.
- Research specific prospective Foundations using the Donor Prospect worksheet.
- Researches specific Churches and Dioceses using the Donor Prospect worksheet.
- Initiating initial contact with prospective donors to fulfill accurate research has been done.
- Provides personal recommendation of next action steps for Five Talents to follow.
- Reports back to Five Talents staff on a weekly basis in first month.
- Potentially willing to update database with collected information, if requested.
- Research other potential funders outside of the task list provided by Five Talents.

This position reports to Program Officer.

Time Commitment: The ideal time commitment is 8-10 hours per week for three months. We can accommodate flexibility in this time commitment. After three months, the Research Consultant may be reappointed for another three months.

Qualifications: Basic knowledge of computer, web research and data entry. Pleasant manner, patience, problem-solving ability, dependability, and passion for helping the poor.

Support: Training for this position will be provided. Also, the Program Officer will be available for questions and assistance.

Requirements: Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: Volunteer@fivetalents.org